Lorain City Schools
GIFTS-DONATIONS

This is to advise the Administration and Board of Education that the _____
(Organization / Company)

desires to present a donation of _____ valued at

$ _____ to the _____ at _____
(activity) (building)

on _____, 20_____. We will use the donation for _____

_____
(purpose and need to carry out school program)

The acceptance of any and all gifts shall be dependent upon:

1. the need for the equipment in carrying out the purpose of the school program
2. the condition and worth of the donation in terms of moving, conditioning, and maintenance expenses compared to the estimated value of the donation; and
3. the determination of the sanitary condition of the gift for school purposes.

No donations shall be accepted without first securing approval of the Treasurer.

Receipt Acknowledged By:

_____ _____
Date Principal

_____
Signature, Treasurer

Signature indicates that you have identified and agreed to the purpose of this donation.

Contact person making donation:

Name _____

Address _____

_____

White copy: Treasurer
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